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Opening & Closing Checklist

Opening & Prepping - Practice should open 30 minutes prior to the first scheduled patient. Each of the items below can be completed by team members respective to their positions and responsibilities. Place in the order that works best for your office flow and add/remove as necessary. This list is to be used as a guide only and may not contain all items necessary to open the practice.

- Unlock doors
- Turn on lights
- Boot up computers
- Turn on the water, compressor & equipment
- Fill the ultrasonic
- Sterilize any instruments from the previous day that hadn't been sterilized yet
- Stock operatories
- Prepare operatories
- Turn on filtration system
- Clock In
- Put away instruments that were sterilized the previous day and not put away yet
- Put on scrubs
- Turn on the radio/music streaming service and/or TV's
- Ensure the waiting room is tidy
- Listen to voicemails and review texts and/or patient emails
- Update the schedule w/ any additions/cancellations
- Print the morning huddle
- Prep for morning huddle



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Opening & Closing Checklist Continued

Closing/Shutting Down - Allow 15-30 minutes of shutdown time. Each of the items listed below can be completed by team members respective to their positions and responsibilities. Place in the order that works best for your office flow and add/remove as necessary. This list is to be used as a guide only and may not contain all items necessary to open the practice.

- If your shut down process begins while patients are still in the office be sure to be discreet about it, don't make patients feel rushed
- Empty garbage
- Clean operatories and prep for the next business day
- Empty ultrasonic
- Prep instruments for next morning's sterilization
- Tidy front desk area, waiting room, bathrooms and team member gathering spaces
- Change out of scrubs
- Turn off water, compressor & equipment
- Turn off lights
- Reboot PC's
- Stock operatories, front office, waiting room & bathrooms
- Lock the doors & windows
- Put away sterilized instruments
- Turn off radio/music streaming service and/or TV's
- Clock Out